

16 SEP 1970

Support Services Staff
710 Magazine Building

Deputy Director, OPPB
6E25 Headquarters

Chuck,

Attached, FYI, are copies of Form 142, detailed instructions for completing it, and general guidelines for conducting the inventory which we are using in the Support Directorate. We have some extra copies of these papers if you want to send them to other Directorates.

[REDACTED]

Also attached are pages extracted from a Draft Handbook circulated by the National Archives and Records Service. They are reluctant to give it wide distribution because it is still in draft. We have made a few copies of the sections on inventories and costing and distributed them to Support Offices. We just got this draft yesterday - hence have not studied it nor made any attempt to evaluate it or judge its applicability to us. The thought is that it may contain some useful guidance. If you want additional copies, we can have a few more xeroxed.

[REDACTED] 25X1